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MINUTES OF STAFF MEETING
ADMINISTRATIVE STAFF CHIEFS



12 January 1954

1. Colonel White discussed the necessity for meeting deadlines assigned for the preparation of correspondence, studies, or other papers. Even if no deadlines are prescribed, such materials should be expedited as rapidly as possible whenever they must be processed through the Agency's higher echelons.

2. Several items concerning the training of DD/A personnel were mentioned by Colonel White.

a. It was announced that the Office of Training had agreed to have one of its members conduct a general survey of the training function in the DD/A organization. [REDACTED] will conduct the survey. He will review within individual DD/A offices the extent and adequacy of current training activities. Through his survey it is hoped that a systematic program of training responsive to the needs of the individual offices will be put in operation on a DD/A-wide basis.

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b. An abbreviated BIC (I) course is now available to DD/A personnel who have not participated in the full length BIC courses. Colonel White felt that this course should have the support of all DD/A office heads to ensure participation by personnel who would profit from attendance.

c. General Cabell's interest in ultimately having all supervisory personnel attend the Human Resources Conferences conducted by OTR was mentioned by Colonel White. A series of conferences will be held from 1-5 February for DD/A office heads. Another series will take place from 15-19 February for division and staff chief level personnel. Specific quotas of personnel to attend were assigned each DD/A office, except the Logistics Office and the Medical Office (both offices have already had all or almost all supervisors attend these conferences).

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3. Colonel White stated that [REDACTED] had resumed his duties as Deputy General Counsel; [REDACTED] is now serving directly in the Office of the DD/A as senior Special Assistant, and [REDACTED] has been designated Chief of the Regulations Control Staff.

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4. Colonel White indicated that the Comptroller was reviewing the rate of fiscal obligations incurred by Agency offices during the first two quarters. It was stated that the A-DD/A and the Comptroller plan sometime in the near future to recommend to the Director that re-allocations be made among Agency

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components on the basis of experience gained thus far. Colonel White felt that individual offices should begin now to review their money situation, in order to be able to show whether additional funds are needed or whether some might be released for allocation elsewhere. Mr. Saunders cautioned against planning to make unduly disproportionate obligations during the final months of fiscal year.

5. Colonel White expressed the hope that he would have an opportunity to become acquainted with more of the people assigned to the DD/A organization. Whenever possible, arrangements should be made for personnel going to or returning from overseas duty to stop past the A-DD/A's office. Colonel White said he would be glad to attend staff meetings held by office chiefs whenever this might be desired.

6. Colonel White mentioned the need for custodians of petty cash accounts to maintain these accounts strictly in accordance with the specific use for which they have been established. The accounts must be able to stand inspection at any time. Checks to ensure compliance with this principle will be instituted on an Agency-wide basis.

7. The forthcoming transfer of the Personnel Office under the direct supervision of the Director was discussed by Colonel White. He pointed out that numerous changes in regulations were being processed to reflect the change. The title of the head of the office will be Assistant Director for Personnel, while the second in command will be designated Deputy Assistant Director for Personnel. The role of coordinating T/O's will be transferred from the Personnel Office to the Office of the Comptroller, where it will be performed by the Management Improvement Staff. The DD/A will continue to be responsible for approving T/O's, except where an office non-concurs, in which case the T/O request will be referred to the Deputy Director for decision. The ceiling allocation function will remain with the DD/A. Colonel White emphasized his wish that all possible cooperation be given the Personnel Office to ensure the successful functioning of the new organization plan.

8. Mr. Saunders and Mr. Meloon briefly outlined problems of administration which came to their attention during their recent overseas trip.

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